



City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028

VACANCY ANNOUNCEMENT
ADMINISTRATIVE DEPUTY SHERIFF (PART TIME)
POSITION # 081-05001-0001
Starting Rate of Pay: \$17.08 to \$20.50 per hour

Under limited supervision, this part time performs professional law enforcement work in supporting the operations of the Sheriff's Office. Work involves administrative support duties for the Sheriff in the areas of procurement, budget matters, and enforcement of standards, regulations and laws for the department and for the City. Employee is responsible for ensuring Court security for judges, prisoners in custody and the general public. Reports to the Sheriff. Successful applicant will have an Associate's degree in criminal justice, police administration, or other relevant field, supplemented by three to five years of experience in law enforcement, or any equivalent combination of education, training and experience, which provides the required knowledge, skills, and abilities. Must successfully complete required courses and certification; may be required to possess additional certification(s) as deemed necessary by the City. Must possess a valid State driver's license, and submit to a review of driving record on an annual basis. It is anticipated that this position may be converted from a part time to a full time position within six months of hire date.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Wednesday, November 24, 2010:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
jobs@fredericksburgva.gov